

COMMISSIONERS OF WAYNE COUNTY

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HONESDALE BOROUGH, PA



VICKY J. BOTJER
CHIEF CLERK

LEE C. KRAUSE
SOLICITOR

COURT HOUSE ANNEX
925 COURT STREET
HONESDALE, PA 18431
570-253-5970 EXT. 4050
FAX: 570-253-5432

December 18, 2015

Evening Custodial – Courthouse and Dimmick Buildings – Full-time 37.5 hrs per week

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 37.5 hours per week; Non-exempt Position;
2. Such hours shall be: Daily presence in buildings from 4:00 p.m. to midnight with a half hour lunch, Monday through Friday.
3. Employee works under the direction of the Custodial Supervisor and the Maintenance Director – Daily activities include cleaning offices and restrooms, refuse removal. Other duties are maintenance of floors and other duties as may be required during “off business hours”. Must be able to lift 50 lbs, significant time walking or being on your feet. Proper use of chemicals and safety guidelines. Snow removal/shoveling may also be required.
4. Criminal History checks and CLEAN background checks necessary. Must be personable, be flexible in work duties and able to work with limited direct supervision. Valid driver’s license and own transportation necessary. This position may need to travel between county buildings during a shift.
5. Starting salary \$ 10.20 per hour
6. **Deadline for applications-4:00 p.m. Wednesday December 23, 2015 to Skip Martin, Maintenance Director.** Contact Vicky Botjer, Chief Clerk or Skip Martin, Maintenance Director at 570-253-5970.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in custodial and maintenance work.
3. Knowledge and experience in operation of necessary equipment and safety procedures.
4. Must be flexible with personable demeanor